



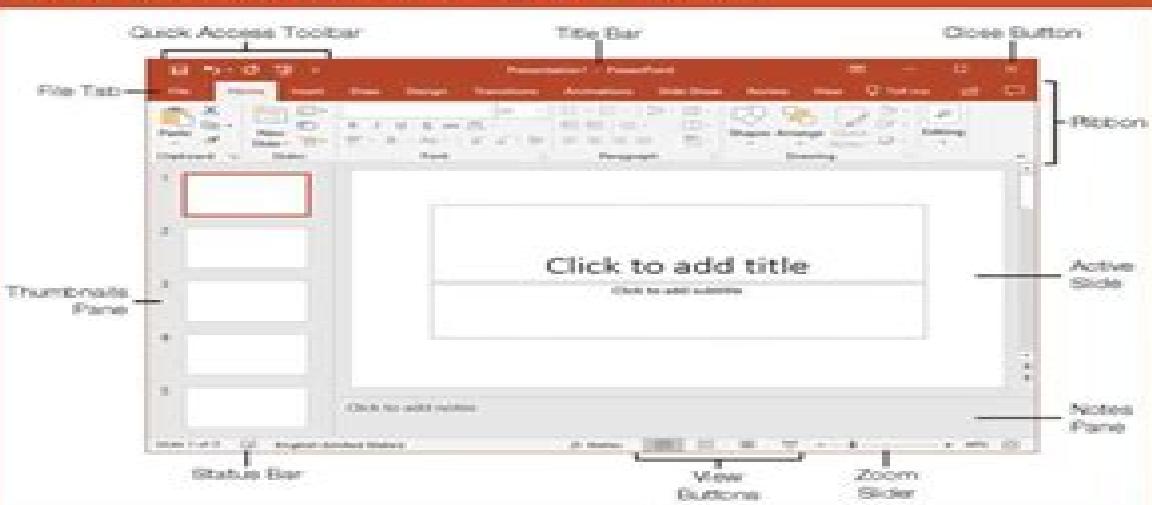
Microsoft®

PowerPoint 2016 Basic

Quick Reference Card



The PowerPoint 2016 Program Screen



Getting Started



Create a New Presentation: Click the **File** tab, select **New**, and click **Blank Presentation**. Or, press **Ctrl + N**.

Open a Presentation: Click the **File** tab and select **Open**, or click **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

Save a Presentation: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Preview and Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

Close a Presentation: Click the **File** tab and select **Close**, or press **Ctrl + W**.

Close PowerPoint: Click the **Close** X button in the upper-right corner.

Undo: Click the **Undo** ⌘ button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** ⌘ button on the Quick Access Toolbar. The button turns to **Repeat** ⌘ once everything has been redone.

Change Presentation Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.

Normal View

Outline View

Slide Sorter View

Reading View

Get Help: Press **F1** to open the Help pane. Type your question and press **Enter**.

Use Zoom: Click and drag the zoom slider to the left or right.

Keyboard Shortcuts

General

Open a presentation	Ctrl + O
Create a new presentation	Ctrl + N
Save a presentation	Ctrl + S
Print a presentation	Ctrl + P
Insert a new slide	Ctrl + M
Toggle the Notes pane	Ctrl + Shift + H
Close a presentation	Ctrl + W
Exit PowerPoint	Ctrl + Q
Help	F1

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Group	Ctrl + G
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

Formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Align Left	Ctrl + L
Align Right	Ctrl + R
Center	Ctrl + E
Justify	Ctrl + J

Slide Show Delivery

Begin slide show	F5
Resume slide show	Shift + F5
End slide show	Esc
Go to next slide	Page Down
Go to previous slide	Page Up
Go to first slide	Home
Go to last slide	End
Jump to slide	Slide # + Enter
Toggle screen black	B
Toggle screen white	W
Pause show	S
Change arrow to pen	Ctrl + P
Change pen to arrow	Ctrl + A

Your Organization's Name Here

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Table of Contents Microsoft Powerpoint Quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint Quick Reference Guide
 - The Rise of Digital Reading Microsoft Powerpoint Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Powerpoint Quick Reference Guide User Reviews and Ratings
 - Microsoft Powerpoint Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint Quick Reference Guide Free and Paid eBooks
 - Microsoft Powerpoint Quick Reference Guide Public Domain eBooks
 - Microsoft Powerpoint Quick Reference Guide eBook Subscription Services
 - Microsoft Powerpoint Quick Reference Guide Budget-Friendly Options

6. Navigating Microsoft Powerpoint Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint Quick Reference Guide Compatibility with Devices
 - Microsoft Powerpoint Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Powerpoint Quick Reference Guide
 - Interactive Elements Microsoft Powerpoint Quick Reference Guide
8. Staying Engaged with Microsoft Powerpoint Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint Quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint Quick Reference Guide
 - Setting Reading Goals Microsoft Powerpoint Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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